

## WAITLIST PRIORITIES

**Priority 1 - Key & Essential (K&E), Mandatory Moves, and Hardship:** K&E Personnel will be determined by the Installation Commander and will be noted on the Application for Housing by the government Military Housing Office (MHO). K&E Military and Civilian positions are required by the Installation Commander to reside on the installation because of:

- Military and operational consideration; OR
- Major effect on operational requirement; OR
- Major effect on maintaining law/order on the installation; OR
- Major impact on the ability to respond to health and safety; OR
- Effect on government property; OR
- Effect on the military readiness of the command

Mandatory moves and hardship will be determined by the Installation Commander, MHO, or Air Force Academy Military Communities (AFAMC) and will be marked on the Application for Housing. Hardship due to a forced move by AFAMC will be defined by the following:

- Home is being demolished or renovated
- Home is uninhabitable
- Unique situations that put a family in a hardship are uniquely evaluated

**Priority 2 - Target Tenants to the United States Air Force Academy (USAFA):** Target Tenants will be determined by MHO and will be marked on the Application for Housing. PCS (Permanent Change of Station) can be the following:

- New inbound military family or visiting professor with orders to USAFA
  - Must have copy of the orders
- A newly married couple even if service member is already stationed at USAFA
  - Must have copy of marriage license
- A single service member that is pregnant, adopting, guardianship, etc. even if service member is already stationed at USAFA
  - Must have letter from the doctor or copy of child custody from the courts
  - Show proof that prospective resident is eligible to BAH entitlement
- A service member deployed or on a restricted tour of duty
  - Must have copy of follow on orders
  - Must have copy of the deployment orders stating it is unaccompanied or restricted for dependents
    - Eligibility date will be back dated one calendar year from date of application if deployment is more than one year or;
    - Eligibility date will be back dated to date of deployment if less than a year from time of application being submitted
- Off-base military member or visiting professor stationed/contracted at USAFA wishing to move on base and has not been housed within military privatized housing in the Colorado Springs area

**Priority 3 - Entitlement Change for Target Tenant:** Family Entitlement will be determined by AFAMC and will be marked on the Application for Housing. Families already reside in AFAMC and need a larger home to accommodate for the increase in family size. Here are a few examples of Family Entitlement:

- Birth of a new child
  - Must have letter from the doctor or a copy of the birth certificate
- Adoption of a child
  - Must have copy of adoption paperwork
- A new marriage with additional children that reside permanently at the home
  - Must have copy of marriage certificate
  - Must have copy of child custody

Rank Entitlement will be determined by AFAMC and will be marked on the Application for Housing. Families already reside in family housing and need they are entitled to another home that comes with promotion. Here are a few examples of Rank Entitlement:

- JNCO to SNCO
  - Must have documentation with line number
- CGO to FGO
  - Must have documentation with line number
- FGO to SO reside permanently at the home
  - Must have documentation with line number

**Priority 4 – Other Eligible Tenants Military:** Other Eligible Tenants Military will be determined by MHO and will be marked on the Application for Housing. Other Eligible Tenants Military can be the following:

- New inbound personnel (active duty or traditional guard/reserve) inbound to another military installation other than USAFA
- Off-base personnel (active duty or traditional guard/reserve) assigned to another military installation other than USAFA living in the community or on another installation wishing to move onto USAFA

**Priority 5 – Other Eligible Tenants Civilians and Retirees:** Other Eligible Tenants Civilians and Retirees will be determined by MHO and will be marked on the Application for Housing. Other Eligible Tenants Civilians and Retirees can be the following:

- Federal Civilian, Federal Civilian Retirees, Military Retirees, and Department of Defense Contractor eligible to reside at USAFA wishing to move into on base housing

**Priority 6 – Voluntary Move Overs and General Public:** General Public will be determined by MHO and will be marked on the Application for Housing. Examples of General Public are the following:

- General Public are civilians that have no affiliation with USAFA, the United States Air Force, and/or the Department of Defense
  - Must have prior approval from the Installation Commander and AFCEC prior to any home offers being made by AFAMC

Voluntary Move Overs will be determined by AFAMC and will be marked on the Application for Housing. Examples of Voluntary Move Overs are the following:

- Families already reside in family housing and want to have a larger or different home
  - Resident can be placed on the Waitlist for the desired type of unit after 6 months of the initial lease has been completed, but will remain in a “lease hold status” until the full first year’s lease is completed
  - This assists them with “position” on the waitlist, but does not expedite their ability to move before their initial lease is completed

**Neighborhood Eligibility:** Douglass Valley is our “traditional” military neighborhood by which homes are designated by rank bands and rents are established by the assigned rank basic allowance for housing. U.S. and foreign military members (on active orders) and visiting USAFA professors are eligible for this neighborhood. Military members and visiting professors assigned to USAFA may apply without application fees and security deposits. Reservists/Guard members on active duty orders may be eligible for housing in Douglass Valley however transition to “traditional reserve/guard” status will change eligibility for this neighborhood.

Pine Valley is our “market rent” neighborhood by which rents are determined by the number of bedrooms, number of bathrooms, and a variety of other variables such as whether the unit has been upgraded and/or has a garage attached. All prices for Pine Valley are published on the website, in the Community Management Office, etc. and apply to all eligible tenants establishing a new lease or renewing a lease. Military members, professors assigned to the Air Force Academy, Federal Service Civilians, Federal Service Retirees, Military Retirees, and Department of Defense Contractors will be prioritized by eligibility category (“priority”) then by availability date. Priority by eligibility category described above will allow us to differentiate when multiple applicants are interested in the same house or house type with similar availability dates.

**Housing Assignment:** Once a home is available to you, an AFAMC representative will contact the applicant with an offer for the home assignment via the contact information provided on the application. If any contact information should change during this process, it is the responsibility of the applicant to contact AFAMC to provide contact information updates. If the applicant or spouse does not respond within two (2) business days of initial contact the offer will become void and offered to the next eligible applicant. If contact cannot be made after two (2) attempts or if two (2) homes are offered and declined the applicant will be moved to the bottom of the waitlist; continued non-contact (3 times or more) will result in the applicant being removed from the AFAMC Waitlist.

## CIVILIAN WAITLIST EXPLAINED

**When can I be added to the waitlist?** You can be added to the waitlist at Air Force Academy Military Communities if you have the following required documents and meet Waitlist Priority Guidelines chart to the right. When you are ready to apply, please submit (1) your Screening Authorization through the application portal at [www.airforceacademyhousing.com](http://www.airforceacademyhousing.com), (2) your DD Form 4422 (Application for Assignment to Housing), (3) your USAFA Fire Arms Registration, (4) provide 3 months proof of income (Acceptable proof of income includes bank statements with name on it, retiree benefits statement, job offer letter, VA Benefits statement, or paycheck stubs), (5) proof of eligibility (Acceptable documents are DD214, retiree benefits statement, retirement orders, job offer letter, or civilian LES), and (6) Security Forces Screening Consent form. All applicants over the age of 18 are required to have their background check run by Security Forces. This form provides consent for applicants' information to be provided to USAFA Security Forces for the purpose of this background check. Please visit [www.airforceacademyhousing.com](http://www.airforceacademyhousing.com), select New Resident, and click on Application. Fill out your Civilian Application, upload all necessary documents, and your completed application package will be forwarded to the government Military Housing Office (MHO) for a referral to be placed on our waitlist.

	Priority Level	Category
Target Tenants	1	Key & Essential service members
	2	Active duty service members with dependents assigned or attached to USAFA
	3	Entitlement Change for Active duty service members with dependents assigned or attached to USAFA
Other Eligible Tenants	4	Other active duty service members of the uniformed services/families and National Guard and Reserve Military members/families
	5	Active and retired Federal Civil Service employees, retired military members and families, DoD Contractor/Permanent Employees (United States citizens)
	6	Voluntary Move Overs and General Public

**How is my position on the waitlist determined?** Three main factors determine your position on the waitlist:

- 1. Eligibility date:** The eligibility date for you is determined by the date MHO receives all necessary documents listed above. If your packet is incomplete, your eligibility date will be set on the date MHO receives your final document.
- 2. Bedroom Eligibility:** Your bedroom eligibility will determine, which waitlist you will be selected for at USAFA. We have two, three, four, and five bedroom options at USAFA. Your family size determines your bedroom eligibility, which will be determined by your application and backup documentation if required.
- 3. Waitlist Priority:** After the eligibility date and bedroom eligibility is established, the next determining factor is priority. Refer to the Waitlist Priority Guidelines chart above to determine what priority you would be on our waitlist.

**Why does my waitlist number move up and down?** There are many reasons why your waitlist number fluctuates. Below are a few examples:

- Someone with a higher priority or eligibility date was added to the waitlist
- Someone accepted an offer for a home or chose to be removed from the waitlist
- USAFA has not approved a certain priority level because more target tenants (active duty families assigned to USAFA) require on base housing

New applications and homes are processed and leased daily, so expect your place on the waitlist to change frequently. Do not get discouraged if your number on the waitlist appears low. There are many people ahead of you that may be in a lease off base or not available for housing. When a home becomes available, these individuals are passed over, without penalty, and the home is offered to the next person on the waitlist.

**Why does my wait time for a home change?** Wait times will change depending on housing availability and the number of applicants available for housing on the waitlist. Other factors that may lengthen or shorten wait times are:

- Renovation schedules
- Number of move-outs
- Short or canceled notices to vacate
- Deployments or re-deployments
- Personal preferences

**How can I check on my status on the waitlist?** Contact Air Force Academy Housing Office by calling 719-982-4800 option 2 or emailing [afacontact@huntcompanies.com](mailto:afacontact@huntcompanies.com). If you have questions regarding your qualifications of priority or bedroom count, contact the MHO by calling (719) 333-2247 or (719) 333-3539. The MHO can also be reached via email at [10CES.CEH@us.af.mil](mailto:10CES.CEH@us.af.mil).

## ESTIMATED WAIT TIMES FOR HOUSING AVAILABILITY

Welcome to beautiful Colorado Springs, Colorado! The United States Air Force Academy is located in the foothills of Pike's Peak and boasts some of the most pristine views in the area. Air Force Academy Military Communities has two neighborhoods: Douglass Valley and Pine Valley. Douglass Valley is our military rank designated community and Pine Valley is our marker rent community.

Below is a list of average wait times based on pay grade designation, bedroom eligibility, and waitlist priority. Visit [www.airforceacademyhousing.com](http://www.airforceacademyhousing.com) for community amenities, housing details, and a listing of our floorplans.

Wait times are estimated based on *current trends, available inventory, and your eligibility date* and is subject to change without notice!!

RANK	NEIGHBORHOOD	2 BEDROOM WAIT	3 BEDROOM WAIT	4 BEDROOM WAIT	5 BEDROOM WAIT
E1-E6 (JE)	Main Douglass Valley	N/A	1-3 months	1-3 months	12+ months
	North Douglass Valley	N/A	6-12 months	6-12 months	N/A
	Pine Valley	IMMEDIATELY	1-3 months	1-3 months	12+ months
E7-E9 (SNCO)	Main Douglass Valley	N/A	2-4 months	2-4 months	12+ months
	North Douglass Valley	N/A	12+ months	12+ months	N/A
	Pine Valley	IMMEDIATELY	1-3 months	1-3 months	12+ months
E9 (SE)	North Douglass Valley	N/A	N/A	12+ months	N/A
O1-O3; W1-W3 (CG)	Main Douglass Valley	N/A	2-4 months	2-4 months	N/A
	Pine Valley	IMMEDIATELY	1-3 months	1-3 months	N/A
O4-O5; W4-W5 (FG)	Upper Douglass Valley	N/A	9-12 months	9-12 months	N/A
	Pine Valley	IMMEDIATELY	1-3 months	1-3 months	N/A
O6 (SO)	Upper Douglass Valley	N/A	N/A	12+ months	N/A

Last Updated: August 17, 2022